

13.105 REPORTING AND EVALUATING OFFICER'S ACTIVITY

Reference:

Procedure 12.537 – Mobile Video/Digital Video Recording Equipment
Procedure 12.030 – Vehicles: Assignment, Use, and Maintenance

Purpose:

To provide a uniform system throughout the Police Department for maintaining officer's activity records.

Policy:

Officers will accurately and thoroughly record their daily activity to maintain integrity, community trust, and professionalism while performing their duties.

Procedure:

A. Specialists/Police Officers will:

1. Take a Form 436A, Daily Activity Record, with them on patrol, fill in with ink the identifying information, and make necessary entries as calls for service are received and dispositions are obtained.
2. Submit the Form 436A to the shift supervisor at the completion of the officer's tour of duty.
3. Complete activity reports according to unit Standard Operating Procedure (SOP) when assigned to a specialized unit.

B. Supervisors will:

1. Prior to the termination of the following workday, review for accuracy and completeness all Forms 436A submitted the previous day. Discuss any errors or performance deficiencies with the officer. Should an error exist, have the necessary correction made by the officer. Each shift will maintain a Form 436A file.
2. Record activity entries onto a Form 436B, Monthly Composite - Officer's Daily Activity Record.
3. Maintain Forms 436B in alphabetical order for the shift and make them available to the officers for review upon request.
4. Provide counseling when the need is recognized. Enter this action in the space provided and sign and date the entry along with the officer.
5. Submit Forms 436B to the unit commander at the end of each period for approval. Record entries on a Form 436C, Patrol Officer's Composite Activity Record.

6. When an officer is transferred, send the Forms 436B and 436C to the new unit along with the officer's Personnel Information Sheet. Retain all Forms 436A in the original unit.
- C. Forms 436A, 436B, and 436C
1. Retain all Forms 436A, 436B, and 436C for the current and previous year only.
 2. Individual specialized units may customize Forms 436A, 436B, and 436C to meet their specific needs.
- D. Guide for Completing Form 436A, Side 1 - Activity Summary
1. Officers assigned as partners may take equal credit for work accomplished except as otherwise indicated in the following instructions.
 - a. Beat/Zone - Enter beat number and zone of each day's assignment.
 - b. Hours - List working hours along with partial time off in this block; i.e. 1500-2300, 2VAC (2100-2300).
 - c. Total Hours On Duty/Detail - Enter the actual number of hours on duty. Behind the slash, record the amount of detail time. Information contained in this space will only apply to fixed posts, assigned details, and court attendance while on duty. Supervisors will consider detail time when evaluating performance.
 - d. Vehicle Inspected By – Enter the name of the officer who inspected the vehicle at the beginning and end of the shift.
 - e. Service Calls/Administrative Calls - Enter the total number of calls for service received from Police Communications Section (PCS) where a direct task is required. This does not include such runs as Signals "55," "1," or "2" unless these calls result in a direct task. Do not score if a run was disregarded. Below the slash, enter the number of administrative calls. Mail run, property run, pickup subpoenas, or pickup supplies are examples. Do not double score with radio runs.

f. Activity:

- 1) Felony Arrests/Co-op – Above the slash, list the number of felony arrests made. Any computer "hits" on warrants resulting in a physical arrest may be scored. Below the slash, include all felony arrests in which the officer supplied information leading to the arrest or developed evidence pertaining to the arrest. Include prisoner pickups from other departments/agencies. Record the name, address, charge, and warrant number, if applicable, in the Arrest/Investigatory Stops section. Only the officers making the arrest will score.
- 2) Misd. Arrests/Co-op – Above the slash, list the number of misdemeanor arrests made. Include OVI, driver's license violations, and minor misdemeanors in this space. Any computer "hits" on warrants resulting in a physical arrest or citation may be scored. Below the slash, include all misdemeanor arrests in which the officer supplied information leading to the arrest or developed evidence pertaining to the arrest. Include prisoner pickup from other departments/agencies. Record the name, address, charge, and warrant number, if applicable, in the Arrest/Investigatory Stops section. Only officers making the arrest will score.
- 3) Truants/Curfew Viol. – Above the slash, record the number of truants picked up. Below the slash, record the number of curfew violations issued.
- 4) Cases Cleared: Fel./Misd. – Above the slash, record the number of felony cases cleared. Below the slash, record the number of misdemeanor cases cleared. Include all cases closed except for "Investigation Pending." Do not score missing persons returned or auto larcenies recovered, without an arrest, as a cleared case.
- 5) Offense Inv./Closed – Above the slash, record the number of original or follow-up offense reports investigated. Below the slash, record the number of cases closed.
- 6) Crimes Disc./Vice Arrests – Above the slash, record the number of crimes discovered through the officer's individual efforts. Any crime requiring an offense report that is discovered by the officer may be recorded in this space. Do not list those crimes that are a result of a service call or similar second party information. Below the slash, indicate the number of vice arrests made. Also score these arrests in Items 1) or 2).

- 7) OVI Arrests/Processed – Above the slash, record the number of persons arrested for operating a vehicle under the influence (score also in Item 2). Below the slash, record the number of persons processed/tested for OVI violations only if the officer is an intoxilyzer operator. Record the name, address, and charge in the space provided. The processing officer may take credit for a Co-op arrest; however, the arresting officer does not take credit for intoxilyzer processing.
- 8) Reports Made - Score the number of all reports made during the shift (Form 301, Form 316, etc.).
- 9) Form 306 (Prev. Pat. Rpt.) - Record the number of Preventive Patrol Reports issued.
- 10) MUTTs/Radar-Laser – Above the slash, record the number of traffic violations resulting in an arrest or citation. Include juvenile traffic arrests and citations. Partners will take credit when a physical arrest is made or an auto crash is investigated. Below the slash, record the number of speeding violations written using radar or laser.
- 11) Crash Reports/Citations – Above the slash, record the number of Forms OH-1, Ohio Traffic Crash Report investigated. Below the slash, record the number of Forms OH-1 made which resulted in a citation.

NOTE: Score no more than one arrest or citation for each accident in this space. All arrests and citations occurring in connection with a crash report will also be scored in their appropriate place.

- 12) Forms 318 - Record the number of Forms 318 made.
- 13) Ped. Viol.: Adult/Juv. – Above the slash, list the number of adult offenders resulting in citation or referral. Below the slash, list the number of juvenile offenders resulting in citation or referral. Partners will take credit when a physical arrest is made.
- 14) CPIs - Record the number of parking infractions issued. Partners do not take credit for parking infractions.
- 15) Auto Recovery - Record the number of auto larcenies or unauthorized use vehicles recovered.
- 16) Autos Towed - Record all autos towed during the shift. Include auto crashes, delinquents, parking infractions, etc.

- 17) Invest. Stops/Contact Cards – Above the slash, record the number of investigatory stops (reasonable suspicion to believe a citizen is committing or has committed a crime). Record the name and address of each person stopped for this purpose in the space provided. Below the slash, record the number of Forms 534, Contact Card completed.
- 18) PFO/Assists – Above the slash, record the number of places found open as a result of the officer's individual efforts. Only the discovering officer and partner take credit for the PFO. Below the slash, other responding officers take credit for an assist. Complete a Form 317, Cincinnati Police General Conditions Report, if no offense is recorded.
- 19) Warr.-Sub. Served/Unable – Above the slash, record the number of warrants or subpoenas served. Below the slash, record the number of warrants or subpoenas returned unable to serve.
- 20) Forms 305 Inv./Dir.Pat. – Above the slash, record the number of Forms 305, Complaint Report, investigated during the tour of duty. Below the slash, record the number of directed patrol investigations made.
- 21) Referrals/Problems Identified – Above the slash, record situations coming to the attention of an officer where private or government agencies could be of assistance; i.e., YMCA, Private Complaint, Salvation Army, 241-KIDS. Below the slash, record the number of community problems identified and recorded on a Form 560, Community Problem Solving Worksheet.
- 22) Foot/Bike Patrol Hours – Above the slash, record the number of hours spent on foot patrol. This does not include time spent out of the vehicle on routine radio runs. It does include time spent on dismounted "directed patrol." Below the slash, record the number of hours spent on bike patrol.
- 23) Public App./Community Council Meetings – Above the slash, record the number of gatherings attended, in an official capacity, to address the concerns of or to relay information to schools, youth organizations, businesses, etc. Below the slash, record the number of community council meetings attended.
- 24) Court Appearances – Record the number of court appearances attended on-duty or off-duty.

- g. In-car Camera Check:
 - 1) Record the results of the Mobile Video/Digital Video Recording Equipment inspection. Record any tape/disc change along with the reason for the change and the name of the supervisor who changed the tape/disc.
- h. Notes:
 - 1) List any traffic posts worked, foot patrol, etc.

E. Guide for Completing Form 436A, Side 2 - Service Calls:

1. Officers must log complete information concerning calls for service and all action requiring out-of-service time (Signal 27).
 - a. Rec'd - Enter the exact time the radio or MDT run is received from PCS.
 - b. 26 - Enter the time when service is completed for that particular dispatch.
 - c. Name - Enter the name of the complainant whenever possible. If no complainant is found or appropriate, enter the name of the victim or suspect.
 - d. Location - Enter the exact address of the radio run. Make any corrections to dispatched address, if necessary, and notify PCS of the change.
 - e. Nature - Enter specific information from the dispatcher on the nature of the run, including specific code number or signal.
 - f. Disposition - Enter as much information as necessary to adequately describe the service rendered or action taken.
 - 1) Disposition should be comprehensive enough to allow a supervisor to immediately determine what action was taken: advice given, reports made, arrests, or pending activities resulting from this run.
 - 2) If given a disregard on the run, indicate by whom (PCS, district, another beat car) and indicate which car took the run. Do not score disregards as runs in Item 4.